

FLOW OF APPLICATION FOR ADMISSION TO INTARMED (LEARNING UNIT I) ACADEMIC YEAR 2023-2024

Step 1: For those who are Intarmed qualifiers, please upload the accomplished **Applicants Information Sheet for Intarmed** from cm.upm.edu.ph website on the cmadmissions.upmanila@up.edu.ph

Step 2: Wait for an email of your **Billing Statement** and Payment Option Instructions for CM application Fee of P 1,500.00. Once payment is done, scanned copy of the Validated Bank Deposit Slip/Linkbiz Confirmation Slip/Transaction Acknowledgement together with Bill/SOA **MUST** be emailed to UPM Cash Office at cash@post.upm.edu.ph and to admission email.

Step 3: Download the **Application Form** from CM website, fill up properly and submit to us physically or send via courier together with the following requirements on or before the deadline.
(Please take note that we will not process/evaluate applicants with incomplete requirements);

- Grade 12 Senior High School Card (for at least 3 grading period)
- 2x2 colored picture – 4 pcs. (put a signature on the front of your picture)
- PSA Birth Certificate (photocopy)
- - For Dual Citizens, submit copy of Filipino Passport & Proof of Dual Citizenship from Department of Foreign Affairs (DFA)
- Certified true copy of Income Tax Return(ITR) of both parents (Certificate of Non-Filing of ITR from the BIR for parents who have no ITR, Certificate of Employment with Compensation for OFW parent/s)
- Accomplished Return Service Agreement (RSA) and its Reply Slip (page 24 of the Handbook on UPCM Return Service Obligation Policy (RSOP)
- Proof of payment of application fee (P 1,500.00) and accomplished billing statement

Step 4: Wait for the acknowledgement from the Admissions Office and the schedule of interview will be send via email.